

## CHILD CARE IN PUBLIC SPACE PROGRAM REQUIREMENTS

In addition to establishing priority placement for children of Montgomery County Government employees, the Tenant agrees to follow all conditions addressed in the scope of services as described by and certified within the application, interview and correspondence related to the tenant selection process for the facility, including the following:

- A. The program will notify families enrolled in their program that the child care program is located in public space. Upon request, inform families when their license expires and their intent to re-apply or not to re-apply.
- B. All child care providers will comply with the regulations set forth in COMAR 13A, STATE BOARD OF EDUCATION subtitle 16 CHILD CARE CENTERS.
- C. The program will comply with all ADA requirements.
- D. The child care program will maintain year round licensing as a child care center by the appropriate State and County agencies and shall maintain compliance with all applicable rules and regulations at all times
- E. The program will maintain and make available all licensing inspection reports and reports of external audits for at least three years for parental review. The program will submit current licensing inspection reports to Program Manager-Child Care in Public Space-Montgomery County Department of Health and Human Services, Early Childhood Services.
- F. The program is required to apply for accreditation from either National Association for the Education of Young Children (NAEYC) or the Maryland State Department of Education (MSDE) according to the plan presented in the written application and shall achieve NAEYC or MSDE accreditation within three (3) years of placement in public space. The program shall maintain accreditation at all times. Documentation of accreditation shall be presented to the Program Manager-Child Care in Public Space-Montgomery County Department of Health and Human Services, Early Childhood Services on an annual basis.
- G. The program will enroll in MARYLAND EXCELS and be published by July 1, 2015 or by the date mandated by Maryland Department of Education (MSDE). By December 31, 2016, (for current CCIPS programs) the program will be published at a level 2 or above. For new programs, programs will have 1 year from enrollment and initial publication to publish at a level 2.

The program shall maintain enrollment and be published in MARYLAND EXCELS at all times. Upon request, documentation of publication shall be presented to Program Manager-Child care in Public Space-Montgomery County Department of Health and Human Services, Early Childhood Services. Within 30 business days of receipt, the program will submit most recent copy of MD EXCELS observation

report Program Manager-Child Care in Public Space-Montgomery County  
Department of Health and Human Services, Early Childhood Services office

- H. The program will require all child care staff who work directly with children to complete at least 12 hours of OCC approved training each year. The program will keep documentation of on-going training and upon request, submit documentation available to Program Manager-Child Care in Public Space-Montgomery County Department of Health and Human Services, Early Childhood Services office.
- I. Participate in a total of 6 hrs of on site training per year presented by MCRRC at no cost to the center. These 6 hours can counted towards the program's total 12 hrs.
- J. The program will operate from at least 7:30 a.m. to 6:00 p.m., Monday - Friday, year round. The program will post and make available to parents when the center will be closed for holidays and what the emergency/weather related policy is for center closures.
- K. The program will accommodate children who need part-time or occasional care.
- L. The program will accept children whose parents participate in State and County child care subsidy programs and actively seek and enroll 20% of their program's current enrollment with families participating in the subsidy program.
- M. The program will follow all Program Requirements. If a program does not adhere to the listed program requirements, the following actions will be taken by the Child Care in Public Space Office:
  - a. A letter of notification of non-compliance will be sent to the provider;
  - b. The provider will have 30 business days to respond to the letter of notification of non-compliance with a written corrective action plan
  - c. If program does not submit a Written Corrective Action Plan and submit it within 30 business days, the child care program shall be considered in default of the current License Agreement and the County may terminate or refuse to renew its License Agreement with the child care provider.